

Standards and Effectiveness Committee

Terms of Reference

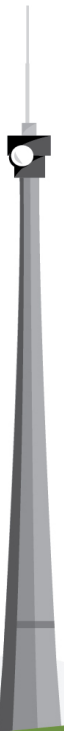
Annual Review

| Reviewed By | Approved By | Approved | Version | Review Date |
|---------------|--------------|--------------------------------|---------|-------------|
| S&E Committee | M Jones | 8 th July 2020 | V2.0 | July 2021 |
| Martyn Jones | Martyn Jones | 14 th December 2020 | V2.1 | July 2021 |
| Trust Board | Trust Board | 10 th March 2021 | V2.2 | July 2021 |
| Trust Board | Trust Board | 14 th July 2021 | V3.0 | July 2022 |
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Version Control

| Number | Date | Detail |
|--------|-----------|--|
| 2.0 | July 2020 | New Format |
| 2.1 | Dec 2020 | Adjustment to Scope of board – policies |
| 2.2 | Mar 2021 | Adjustment to Scope of board – policies |
| 3.0 | July 2021 | Annual review - Membership section: link governance added |

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| | | <ul style="list-style-type: none">- Relationship with the Board of Trustees and other committees: wording additional for local governing body assurance visits- Appendix A, correlating with adjustments to scheme of delegation. |
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Introduction

The Governance Handbook issued by the Department for Education states:

All boards, no matter what type of schools or how many schools they govern, have three core functions:

- 1. Ensuring clarity of vision, ethos and strategic direction;*
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and*
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent.*

The purpose of this committee is to ensure that the detailed work of the second of these three core functions is carried out effectively by the Trust. It does this on behalf of the Board of Trustees and must report back key findings so that the Board can carry out its duties effectively.

Further guidance on this area can be found in the [Governance handbook](#) issued by the DfE and also the [Competency framework for governance](#).

Membership

Members of this committee will be appointed by the Board of Trustees and should comprise of:

- 3 Trustees (Chair to be elected)
- Independent Members as co-opted (no minimum requirement)

Attendees of this Committee would normally be as a minimum:

- Chief Executive Officer
- Executive Officer (School Improvement Lead)

The committee may make recommendations to the Board of Trustees for co-option of non-trustee members.

The committee must allocate, from within their membership, link Trustee roles as guided by the link governance structure for the Mast Academy Trust, specifically for:

- Safeguarding and child protection
- Special educational needs and disadvantaged SEND
- Pastoral health and wellbeing
- Education/Academic data
- Phase(s) of education
- Careers
- Educational equality including premiums
- Trust improvement plan

The committee may invite staff colleagues to be in attendance at meetings where they will add benefit/contribution to discussions and the agenda. It is recommended that the Executive Officer (responsible for school improvement), or a nominated deputy, is in attendance at all Standards and Effectiveness meetings, being responsible for the core areas of the Standards and Effectiveness programme.

Quorum

The quorum for a meeting of the Standards and Effectiveness Committee shall be 2 Trustees.

Meetings

The Standards and Effectiveness Committee will meet at least once a term and otherwise as required.

The Standards and Effectiveness Committee will receive reports from the trust and its schools in sufficient detail to enable it to undertake its strategic responsibilities for scrutiny, evaluation and implementing corrective action. Whenever possible and with due regard for any sensitive information discussed by the committee, reports will be shared in common across the schools.

Meetings will be minuted and actions tracked in order that trustees have the necessary oversight to ensure effective governance.

Terms of Reference

To provide support and challenge to the leadership of the Executive Officers in the trust responsible for educational standards and to hold them to account in relation to the educational provision, including:

- pupil progress and outcomes for pupils
- the quality of the curriculum provision and delivery
- behaviour and safety of pupils.

This will have a particular focus on the requirements of The Mast Academy Trust with regard to Ofsted inspections.

These Terms of Reference aim:

- To support the Board of Trustees in fulfilling statutory duties.
- To support the strategic role of the trustee body.
- To provide a framework for effective self-evaluation, reviewing, support and challenge by linking the work of committees to key priorities in the trust's strategic plan.

Scope of Committee – Scheme of Delegation

The Standards and Effectiveness Committee refers to scheme of delegation for the terms of reference relating to their function and activities:

- Admissions and marketing
- Academic performance
- Curriculum
- CPD
- EYFS
- Ofsted/DfE monitoring
- Quality of teaching
- Safeguarding and Child Protection
- Strategic Planning

Refer to Appendix A for specific details.

Scope of Committee – Policies

The Standards and Effectiveness Committee will review and provide approval and ratification for the below policies, which will be noted at the Trust Board:

- The Mast Academy Medical Referrals Policy
- The Mast Academy Complaints and procedures policy
- The Mast Academy Trust Safeguarding Policy
- The Mast Academy Trust SEND Policy
- The Mast Academy Supporting Pupils with Medical Needs
- The Mast Academy Admissions Policy
- The Mast Curriculum Policy
- The Mast Educational Visits/Trips Policy
- The Mast Equality Policy
- The Mast Equality Statement
- The Mast Academy Trust Intimate Care policy
- The Mast Academy Trust Exclusions Policy
- The Mast Academy Trust Looked After Children Policy
- The Mast Academy Trust Managing serial or unreasonable complaints policy
- The Mast Academy Trust NQT Induction Policy
- The Mast Academy Trust Bereavement Policy

Relationship with other Committees

This committee should have strong links both with the Board of Trustees and the Staffing Committee. It is therefore recommended that at least one trustee should be a member of the other committees mentioned to ensure joined up decision making and thinking.

The Standards and Effectiveness Committee may receive the reports of the Staffing Committee and arrange for any actions required to be taken in timely manner.

The Standards and Effectiveness Committee must receive assurance reports from the Local Governing Body which relate to their area for governance.

Terms of Reference review

These Terms of Reference should be reviewed on an annual basis as a minimum. Executive Officers will be expected to keep up to date with statutory and other changes on an ongoing basis in order to ensure trustees are kept well informed of such changes and their impact on these Terms of Reference.

APPENDIX A: Scheme of Delegation for the Standards and Effectiveness Committee

The roles of the key stakeholders and their responsibilities to the Standards and Effectiveness Committee as identified by the Scheme of Delegation.

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| CEO |
| Accountable |
| Academic Performance |
| Ensure that the schools within the Trust comply with all the duties in relations to students with SEN. |
| Strategic Planning |
| Approve the individual school strategic plans and annual KPI's. |
| Informed |
| Ofsted/DFE Monitoring |
| Attend feedback meetings with DfE/Ofsted. |
| Responsible |
| Academic Performance |
| Monitor the school's response to the recommendations of the last inspection and any significant changes in the quality of education. |
| Monitor the school's performance and for regulatory compliance and for supporting and challenging the school to develop its strengths and to address its weaknesses. |
| Admissions and Marketing |
| Authorise any change in the PAN or admission over PAN in any year group. |
| Curriculum |
| Agree the curriculum plan annually. |
| EYFS |
| Monitor statutory compliance with respect to EYFS on behalf of the Trust. |
| Ofsted/DFE Monitoring |
| Annually agree the internal grading for the school. |
| Support the Headteacher to ensure the school is inspection ready. |
| Quality of teaching |
| Support and challenge Headteachers with their systems for monitoring the quality of teaching. |
| Safeguarding and Child Protection |
| Ensure all schools are working effectively in a multi-agency approach, to support the safety of children and young people. |
| Maintain high-level professional development in relation to this area. |
| Strategic Planning |
| Provide professional support and encouragement to the school(s) in developing and implementing its strategic plan and self-evaluation. |
| Review school(s) self-evaluation and provides challenge when required. |
| Executive Team |
| Responsible |
| Academic Performance |
| Monitor progress, achievement and learning of different groups of students. |

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| Monitor the overall quality of students' progress, achievements and learning (achievement, attainment, progress, attitudes) and for supporting and challenging the school in order to help it continue to improve. |
| Provide professional support to schools to help them improve and deliver high quality academic performance. |
| Admissions and Marketing |
| Monitor statutory compliance on behalf of the Trust. |
| Monitor student numbers and their impact on the financial health of the school. |
| Provide support for setting and reviewing admissions policies and liaising with the LA. |
| CPD |
| Design, develop, commission and deliver professional development programmes including Headteachers induction. |
| Lead the strategic vision and provides support for professional development, training, induction, talent development and succession planning across the whole group. |
| Curriculum |
| Monitor statutory compliance on behalf of the Boards. |
| Monitor statutory compliance with respect to the quality of spiritual, moral, social and cultural development of students on behalf of the Boards. |
| Monitor the implementation of the curriculum and qualifications strategic vision and guidance. |
| Provide curriculum and qualifications guidance for all schools. |
| With the GB is responsible for supporting, challenging and advising the school in the development and implementation of its curriculum and qualifications framework. |
| EYFS |
| Support, challenge and advise the school in its programme of improvement. |
| Ofsted/DFE Monitoring |
| Provide support to the school to ensure it is 'inspection ready'. |
| Quality of teaching |
| Monitor compliance with teaching standards on behalf of the Boards. |
| With the GB; support, challenge and advise the school in its programme of improvement. |
| Safeguarding and Child Protection |
| Ensure all Board members have the appropriate child protection checks and are recorded on the Single Central Record. |
| Monitor the implementation of the safeguarding and child protection guidance. |
| Provide safeguarding and child protection guidance for all schools. |
| Trust Board |
| Accountable |
| Academic Performance |
| Carries the ultimate responsibility for the overall performance of Mast Academy schools and the schools within the Trust. |
| Safeguarding and Child Protection |
| Ensure that there is a complaint policy in place that is reviewed and updated in accordance with the national requirements |
| Informed |
| EYFS |
| When appropriate receives reports in relation to EYFS. |
| Responsible |
| Academic Performance |
| Ensure the school has a SEND Policy that is reviewed annually. |